

## ADEM- Alabama Environmental Permitting and Compliance System (AEPACS) Instructions

### To create an AEPACS account: <http://adem.alabama.gov/aepacs>

1. Click <http://adem.alabama.gov/aepacs>
2. Click "Create an Account" and then "New Account? Start here"
3. Read and agree with the Terms and Conditions for the site.
4. Provide your e-mail address, name, organization, and title to start the account registration process.
5. A confirmation e-mail will be sent to your e-mail address. Use the link in the e-mail within 24 hours or the pending account will be removed. Do not delete the e-mail until after you have completed all the steps to register your account.
6. Finish providing information to set up your account, click register.
7. Your account has been created. Click the sign in to access your AEPACS account.

**Note:** The first time you attempt to sign a submission in the AEPACS system, you will be directed to complete required identity proofing for making submissions within the system. This will require you to enter one-time, additional personal information. Please ensure the information entered is correct or this will delay the submittal process.

### How to add an existing site to your account:

1. Click 'Add a site to your account' from the Home dashboard.
2. Click 'it is currently registered with ADEM'.
3. Click 'Enter Verification Code' if you have received a letter with a verification code. Otherwise, click 'Search for a Site (by location)'. Search by entering existing permit number, facility keyword, or selecting certain criteria by clicking on the lines in the search box.
4. Once you have located the site you wish to link, click 'Claim this site', enter your information and click submit.
5. A staff member with the agency will approve your request. **Please allow sufficient time to approve your request, as this is not an automated service. Requests are processed during normal business hours. Depending on when the request is submitted, it may take up to 24 hours for approval.** You will be notified by e-mail with an invitation to view/edit the site. Copy and paste the link from the e-mail into a new browser tab to open.

### To create an initial issuance Construction Stormwater NOI:

1. Click 'Add a site to your account' from the Home dashboard.
2. Click 'it has not been registered with ADEM'.
3. Select Construction Stormwater (ALR100000)- NOI-New (Form 024), Click Begin Submission.
4. Enter the name of the new facility/site you wish to permit, click Begin Submission, then click Begin Form Entry.
5. Complete each section of the form, certify, and pay for the submission. To verify if payment has been processed, click 'Financials' on the left-hand side.
6. Should you need to save the form as a draft, click 'Save Progress' and exit. To return to the draft submission, click 'Apps, Requests and Reports', continue draft submission.

### To create an initial issuance Small Mining NOI:

1. Click 'Add a site to your account' from the Home dashboard.
2. Click 'it has not been registered with ADEM'.
3. Select Small Mining (ALG890000)- NOI-New (Form 498), Click Begin Submission.
4. Leave the dropdown menu at -Create a New Site-, enter the name of the new facility/site you wish to permit, click Begin Submission.
5. Complete each section of the form, certify, and pay for the submission.
6. Should you need to save the form as a draft, click 'Save Progress' and exit. To return to the draft submission, click 'Apps, Requests and Reports', continue draft submission.

## To create an initial issuance Pesticide NOI:

1. Click 'Add a site to your account' from the Home dashboard.
2. Click 'it has not been registered with ADEM'.
3. Select Pesticide (ALG870000)- NOI-New (Form 028), Click Begin Submission.
4. Leave the dropdown menu at -Create a New Site-, enter the name of the new facility/site you wish to permit, click Begin Submission.
5. Complete each section of the form, certify, and pay for the submission.
6. Should you need to save the form as a draft, click 'Save Progress' and exit. To return to the draft submission, click 'Apps, Requests and Reports', continue draft submission.

## To create an application/termination/reissuance for an existing permit linked to your account:

1. Click 'Browse Forms' on the Home dashboard or 'Apps, Requests and Reports' on the left-hand side.
2. Click 'Start New Form'.
3. Click 'Permit Change Forms'.
4. Find the correct permit your site 'relates to' on the left (type to search in the upper box). Select the correct form type under the 'Form Name' or 'Form Description' header. **(See helpful tip #1 below).**
5. Complete each section of the form, certify, and pay for the submission (if required).

## To create an information update (formerly a minor modification) for a site linked to your account:

1. Click 'Browse Forms' on the Home dashboard or Apps, Requests and Reports on the left-hand side.
2. Click 'Start New Form'
3. Click 'Permit Change Forms'
4. Find the correct permit your site 'relates to' on the left (type to search in the upper box). Find Construction Stormwater (ALR100000)- NOI-Information Update (Form 024), click Begin Submission.
5. Complete each section of the form and certify.

## Helpful Tips:

1. Take caution when creating a new application when multiple sites are linked to your account. The system will offer you each type of application for every site. Utilize the 'Relates To' search box. This will narrow your selection to only the site you wish to update.

Relates To	Permit Number	Form Name	Form Description	
AFFCU Headquarters	ALR10BCDK v1.0	Construction Stormwater (ALR100000) - NOI - Major Mod/Transfer (Form 024)	Major Modification (Form 024)	Begin Permit Change Submission
Publix Mixed Use Development	ALR10AU63 v2.0	Construction Stormwater (ALR100000) - NOI - Major Mod/Transfer (Form 024)	Major Modification (Form 024)	Begin Permit Change Submission
Publix Mixed Use Development	ALR10AU63 v2.0	Construction Stormwater (ALR100000) - NOI - Minor Modification (Form 024)	Minor Modification (Form 024)	Begin Permit Change Submission
AFFCU Headquarters	ALR10BCDK v1.0	Construction Stormwater (ALR100000) - NOI - Minor Modification (Form 024)	Minor Modification (Form 024)	Begin Permit Change Submission
Publix Mixed Use Development	ALR10AU63 v2.0	Construction Stormwater (ALR100000) - NOI - Reissuance (Form 024)	Reissuance (Form 024)	Begin Permit Change Submission
AFFCU Headquarters	ALR10BCDK v1.0	Construction Stormwater (ALR100000) - NOI - Reissuance (Form 024)	Reissuance (Form 024)	Begin Permit Change Submission
Publix Mixed Use Development	ALR10AU63 v2.0	Construction Stormwater (ALR100000) - Voluntary Termination (Form 021)	Termination Request (Form 021)	Begin Permit Change Submission
AFFCU Headquarters	ALR10BCDK v1.0	Construction Stormwater (ALR100000) - Voluntary Termination (Form 021)	Termination Request (Form 021)	Begin Permit Change Submission

2. You will receive several emails from the system throughout the permitting process. Read each email carefully to determine if changes are needed or where the application is in the process.